

**Grant Administration and Support Office
2023–24 Justification for Late Expenditure Report
Homeless Education Technical Assistance Center**

Local Educational Agency:

As a requirement of receiving grant funds, local educational agencies (LEAs) must submit three Expenditure Reports (ERs) each year. The deadlines for fiscal year 2023–24 are as follows:

- ER 1: January 31, 2024 (covers July 1 – December 31, 2023)
- ER 2: July 31, 2024 (covers January 1 – June 30, 2024)
- ER 3: October 31, 2024 (covers July 1 – September 30, 2024)

LEAs that do not meet these required deadlines must complete this form. Please select which ER this justification covers:

ER 1 ER 2 ER 3

In narrative form, please explain why the ER has not been submitted by the due date:

Please submit a signed copy of this form to your CDE Fiscal analyst at JThao@cde.ca.gov no later than February 15, 2024 (for ER 1), August 15, 2024 (for ER 2), November 15, 2024 (for ER 3).

Program Coordinator Name:

Program Coordinator Email:

Program Coordinator Signature:

Date Signed:

Program Fiscal Contact Name:

Program Fiscal Contact Email:

Program Fiscal Contact Signature:

Date Signed: